

**Element Performance Inspection (EPI) Data Collection Tool  
4.4.4 Privileges and Limitations for Repairmen (AW)****ELEMENT SUMMARY INFORMATION****Purpose of This Element** (Certificate Holder's responsibility):

- To ensure that certificated repairmen perform their assigned duties and responsibilities within the privileges and limitations of their certificate.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Privileges and Limitations for Repairmen process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Privileges and Limitations for Repairmen process.

**Specific Instructions:**

- To accomplish this EPI, the inspector shall verify the Certificate Holder follows its policies and procedures for certificated repairman. The inspector will also verify the repairman is performing work for which he/she is certificated and authorized.

**Related EPI(s):**

- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)

**SUPPLEMENTAL INFORMATION****Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.371(a)
  - 121.378(a)
  - 121.383(a)(1)
  - 121.383(a)(3)
  - 121.709(b)(3)
  - 65.103

65.103(a)

65.103(b)

D084

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:  
Intentionally left blank
- FAA Policy/Guidance:  
Intentionally Left Blank

**EPI SECTION 1 – PERFORMANCE OBSERVABLES**

**Objective:** (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Privileges and Limitations for Repairmen.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review information listed in the Supplemental Information section of this Data Collection Tool.
- 2 Review the policies, procedures, instructions and information for the Privileges and Limitations for Repairmen process contained in the Certificate Holder's manual.
- 3 Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
- 4 Observe the Privileges and Limitations for Repairman process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
- 5 Discuss the Privileges and Limitations for Repairman process with the personnel (other than management) who perform the duties and responsibilities required by the process.

**Questions**

To meet this objective, the inspector must answer the following questions:

1. Were the following Performance Measures met:
  - 1.1 Was the repairman employed and certificated for the maintenance, preventive maintenance, or alterations he/she performed?
 

☐ Yes  
☐ No, Explain
  - 1.2 Were aircraft airworthiness releases that were issued by authorized repairmen restricted to work for which the repairmen were employed and certificated?
 

☐ Yes  
☐ No, Explain  
☐ Not Applicable

*Related performance JTIs:*

    - Check at the air carrier specified location the personnel records of each certificated airman performing an airworthiness release is qualified for the operation in accordance with the certificate holder's design

*Sources:* 121.135(a)(1); 121.383(a)(3)
  - 1.3 Were RII inspections that were accomplished by authorized repairmen restricted to work for which the repairmen were employed and certificated?
 

☐ Yes  
☐ No, Explain  
☐ Not Applicable

*Related performance JTIs:*

    - Check at the air carrier specified location that a required inspection item was performed by a certificated airman in accordance with the certificate holder's design.

*Sources:* 121.135(a)(1); 121.378(a)

    - Check at the air carrier specified location the personnel records of each certificated airman performing a required inspection is qualified for the operation in accordance with the certificate holder's design.

*Sources:* 121.135(a)(1); 121.383(a)(3)
  - 1.4 Was the repairman's entries in the aircraft log restricted to work for which the repairman was employed and certificated?
 

☐ Yes  
☐ No, Explain

<p>1.5 Did the certificated repairman understand the current instructions of the Certificate Holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check at the air carrier operated maintenance facility by interview of the repairman; determine that he understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 121.135(b)(1); 65.103(b)</li> <li>• Check at the aircraft by interview of the repairman, determine that he understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 65.103(b); 121.135(b)(1)</li> <li>• Check at the contract maintenance facility by interview of the repairman, determine that he understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 121.135(b)(1); 65.103(b)</li> <li>• Check at the Maintenance Operational Control (MOC) that when maintenance is coordinated by the control center, determine that any repairmen used understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 65.103(b); 121.135(b)(1)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Was the maintenance, preventive maintenance, or alteration that was supervised by a certificated repairman appropriate to the job for which he/she was employed and certificated?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check at the training center that the person who is directly in charge of maintenance is a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a)</li> <li>• Check at the air carrier specified location that the person who is directly in charge of maintenance is a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a)</li> <li>• Check at MOC that the person who is directly in charge of maintenance is a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.7 Did the certificated repairman who supervised work functions understand the current instructions of the Certificate Holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.8 If the Certificate Holder operated an aircraft under a special flight permit, was the evaluation and inspection accomplished by an appropriately certificated repairman?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

		<input type="checkbox"/> Not Applicable
2	Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Privileges and Limitations for Repairmen process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Privileges and Limitations for Repairmen process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Privileges and Limitations for Repairmen comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	Were the Process Measurements for the Privileges and Limitations for Repairmen process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES</b> <b>–Drop Down Menu</b>	
1. Personnel.	
2. Tools and Equipment.	
3. Technical Data.	
4. Procedures, policies or instructions or information.	
5. Materials.	
6. Facilities.	
7. Controls.	
8. Process Measures.	
9. Interfaces.	
10. Desired Outcome.	
11. Other.	

**EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES**

**Objective:** To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Privileges and Limitations for Repairmen is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

1 Identify the person who has overall responsibility for the Privileges and Limitations for Repairmen process.

2 Identify the person who has overall authority for the Privileges and Limitations for Repairmen process.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

3 Review the duties and responsibilities the person(s) who manage the Privileges and Limitations for Repairmen process documented in the Certificate Holder's Manual.

4 Review the appropriate organizational chart.

5 Discuss the Privileges and Limitations for Repairmen process with the management personnel identified in Tasks 1 and 2.

6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

**Questions**

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Privileges and Limitations for Repairmen process:

2.1 Is there a clearly identified person who is responsible for the quality of the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Privileges and Limitations for Repairmen process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Privileges and Limitations for Repairmen process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable



<b>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES –Drop Down Menu</b>	
1. Assignment of responsibility.	
2. Assignment of authority.	
3. Does not understand procedures, policies or instructions and information.	
4. Does not understand controls.	
5. Does not understand process measurements.	
6. Does not understand interfaces.	
7. Span of control.	
8. Position vacant.	
9. Other.	